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# Example of Assistant, Content Job Description

Our company is growing rapidly and is looking for an assistant, content. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant, content

* Collaborate with team Coordinator to manage the flow of incoming and outgoing material
* Maintaining a log used to track projects and their status in collaboration with department Coordinator
* The ability to support multiple executives and assist with team projects and events as needed
* Acts as liaison and gatekeeper to 2-3 VPs/SVPs within our Programming Department
* Handles all scheduling, allocation of time and determining which meetings are essential to attend, with whom and when through Outlook
* Answers and screens calls for business significance and priority, while proactively taking messages
* Assists with the prioritization of the VPs/SVPs daily activities and helps keep them on track with meetings
* Coordinates meetings - schedule/set up/register guests with security/order food and ensures the necessary facilities and equipment are reserved
* Prepares and processes expense reports through Concur
* Performs data entry, copying, faxing, printing, binding, mail distribution (review incoming mail to determine what needs to be addressed)

## Qualifications for assistant, content

* Very comfortable being a self starter
* Very comfortable with using technology in a highly self-service environment
* Ability to handle confidential and sensitive information with discretion, and deal with professionals inside and outside the company
* Between 3 to 5 years of working experience with a strong background in project management, managing deadlines and timelines
* Strong communication skills, including the ability to manage internal and external stakeholders
* Good “people person”, able to network, build and maintain professional relationships